

9-19-2018

Motion to accept changes to the faculty handbook

Jonathan Hilpert and Faculty Welfare Committee
Georgia Southern University

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Presidential Action

Georgia Southern University-Statesboro Campus

Motion: [Motion to accept changes to the faculty handbook](#)

Motion to accept faculty handbook changes to sections 304, 305,

Motion to accept faculty handbook changes to sections 318, 319, 321.02, 321.05,

Motion to accept faculty handbook changes to sections 322.01, 322.02, 322.03, 322.04, 322.05, 322.06, 322.08. (note: 322.02, 322.03 approved separately)

Signature: _____



Date: _____

10/16/2018

Dustin Anderson

Faculty Senate President

Recommend for:

- ☒ Approval
- ☐ Disapproval

Signature: _____



Date: _____

2/7/19

Carl Reiber

Provost and Vice President for Academic Affairs

Comments:

- ☒ Approve
- ☐ Disapprove
- ☐ Remand

Signature: _____



Date: _____

2/13/19

Shelley C. Nickel
President

Comments:

Senate Executive Committee Agenda Request

Approved by the Senate: 11/27/2018

Approved by the President: 2/13/2019

Motion to accept changes to the faculty handbook

Submitted by: Jonathan Hilpert

9/19/2018

Motion:

Motion to accept faculty handbook changes to sections 304, 305,

Motion to accept faculty handbook changes to sections 318, 319, 321.02, 321.05,

Motion to accept faculty handbook changes to sections 322.01, 322.02, 322.03, 322.04, 322.05, 322.06, 322.08.

Rationale:

A subcommittee of the Faculty Welfare Committee was formed to address remaining portions of the faculty handbook that were not completed during the 2017-2018 consolidation process. The remaining portions were reviewed and corrected by the subcommittee. Corrections were also reviewed by the provost's office for alignment with the Board of Regents Policy Manual. The corrections were unanimously approved by the subcommittee, as well as the Faculty Welfare Committee. Copies of the corrected sections with track changes, as well as a summary of the changes, are provided for senate review. The sections have been separated into three documents for convenience. A vote of approval will integrate the suggested changes into the 2018-2019 consolidated faculty handbook, as well as complete the handbook consolidation process and return control of the handbook back to the faculty senate.

Response: Minutes, 11-27-2018: a. Changes to the Faculty Handbook – Jonathan Hilpert (COE), Faculty Welfare Committee, Chair (page 4)

Jonathan Hilpert (COE) reminded Senate members that two items had been sent back to committee, which he now brought forward for approval.

Motion: A motion was made by Helen Bland (JPHCOPH) to approve Section 322.02. A second was made by Trish Holt (COE). There was no discussion.

Motion passed with no opposition. Motion: A second motion was made to

approve Section 322.03 by Kristie Smith (LIB). Helen Bland (JPHCOPH) seconded the motion. There was no discussion. Motion passed with no opposition

Attachments: [Summary of Faculty Handbook Changes](#)

[Handbook Sections 304, 305 \(Corrected and reviewed by Candace and FWC\)](#)

[Handbook Sections 318, 319, 321.02, 321.05 \(Corrected and reviewed by Candace and FWC\)](#)

[Handbook Sections 322 01-08 \(Corrected and reviewed by Candace and FWC\)](#)

Summary of Faculty Handbook Changes FWC subcommittee 2018-2019

304; General Considerations

Summary of changes: Grammatical edits were made. ASU's section 106.1.2 was considered, but committee concluded that administrator academic freedom is covered in section 301 of the existing handbook. Furthermore, administrators are defined as faculty, so all professional standards and academic freedom statements general to faculty apply to administrators.

305; Professional Standards

Summary of changes: The first sentence in the paragraph was deemed unnecessary and was removed. It was replaced with a reference to the university ethics policy. The second sentence was rewritten to more clearly define areas of impact. The last two sentences were also removed. The committee determined that the statement about the faculty senate role in faculty disciplinary proceeding may not be accurate under all circumstances and was out of place in this section. The committee also determined that the sentiment regarding alignment with BOR is assumed and does not need to be restated here.

305; Faculty as Teacher-Scholars

Summary of changes: Grammatical edits were made. Sexual orientation was added to the list of factors that should not be used in evaluating student work.

305; Faculty as Participants in the Shaping of University Policies

Summary of changes: No Changes.

305; Faculty as Citizens

Summary of changes: The committee determined that the use of the phrase "special knowledge" in the section was confusing. Edits were made to phrase portions of the section to remove the use of this language and replace with clearer wording.

318; Awards for Excellence

Summary of changes: Changes were made to bring the policy in alignment with BOR/USG language regarding awards. Wording changes were also made to improve the tone of the teaching award bullet point. Further, language was inserted to preserve the existence of endowed awards that persisted through the consolidation process. The committee inquired about raising the value of the award to be equivalent with remuneration for a summer course. The provost office responded that there were not resources for raising the value of the award.

319; Summer Teaching and Employment

Summary of changes: The summer teaching section has been revised to align with BOR summer pay policy. The committee inquired about how summer abroad teaching is counted but have had difficulty locating useful information.

321.02; Graduate Faculty

Summary of changes: The phrase "professorial faculty" has been removed from the section. It is not a defined status in the faculty handbook.

321.05; Emeritus/a Policy

Summary of changes: The phrase “hang tag” has been removed from the section because it does not apply to all GSU campuses.

322.01; Academic Convocations

Summary of changes: The committee inquired about including a statement encouraging departments and colleges to purchase regalia for faculty sharing programs. The provost’s office discouraged the inclusion of such a sentiment, but added the caveat that departments and colleges are free to do so.

322.02; Class Meetings and Final Exams

Summary of changes: Included language from the provost’s recent memo on course expectations regarding final exams.

322.03; Statement on Course Requirements

Summary of changes: Included language from the provost’s recent memo on course expectations regarding course expectations, including a statement that faculty will make every effort to grade all turned-in assignments before the midpoint of the grading period.

322.04; Extra Compensation Policy

Summary of changes: Included language from the usg policy manual on extra compensation, and referred faculty members to relevant policies previously included in the handbook under this section. Please review.

322.05; Faculty Absence from Professional Responsibilities

Summary of changes: No changes have been made. The committee inquired about raising the level of remuneration from overload rate of pay to standard rate of pay. The provost office responded that there were not resources for raising the rate of pay.

322.06; Outside Consulting Activities

Summary of changes: Terminology was changed to match current BOR policy on outside consulting, as well as to match the current handbook usage of “faculty” and “corps of instruction” etc. Description of duties was expanded to include administrative tasks. Minor change to require faculty to report annually.

322.07; Statement on Faculty Workload

Summary of changes: No changes

322.08; Tutoring by Faculty

Summary of changes: No changes. Committee is simply curious whether tutoring is paid as extra compensation on campus?

303 Faculty

304 General Considerations

Faculty ~~members have a duty to honor their~~must meet their contractual obligations to the University and ~~to be aware of and~~ fulfill all of their professional obligations. In expressing their views concerning university policies or ~~other public~~ issues, alone or in concert with others, ~~faculty they~~ have a right to employ appropriate means such as convening and conducting public meetings, peacefully demonstrating or picketing, and publicizing their opinions. They have no right to employ inappropriate means such as incitement of physical violence to individuals, destruction of property, disruption or prevention of the holding of classes or other legitimate university functions, interference with the legitimate right of others to be heard, or the legitimate exercise of personal rights by others.

Adopted by Faculty Senate, October 3, 1972.

305 Professional Standards

(The following code of professional standards was adopted by Faculty Senate, October 3, 1972.)

~~The objectives of this code are attainment of academic excellence and a cooperative relationship with the administrative offices so that the latter may, through progressive leadership, expeditiously implement the policies of the University.~~

Georgia Southern faculty are committed to the highest ethical and professional standards of conduct in the performance of their duties and adhere to and affirm the University's Ethics Policy. As teacher/scholars, faculty participate in shaping university policy. In this capacity, faculty has rights and responsibilities that may impact, students, other faculty and staff, and the reputation of the university. Faculty are teacher-scholars, participants in the shaping of university policies, and citizens. Faculty have rights and responsibilities in these capacities which are closely interrelated. In each capacity their conduct has an impact upon students, other faculty and staff, and upon the academic and general reputation of the University. This statement, without purporting or attempting to provide a complete code of faculty conduct, sets forth rights and responsibilities of faculty members that the Faculty Senate of Georgia Southern University believes to be significant.

~~The Senate emphasizes that it is not charged with the duty of appraising the performance of individual faculty members and that it has no function in connection with disciplinary proceedings. Nothing in this statement contravenes any policy set forth in the Statutes of the University, the Board of Regents Policy Manual of the University System of Georgia, or the laws of the state of Georgia or of the United States.~~

Faculty as Teacher-Scholars

- The faculty's professional and moral right to teach rests upon mastery of their subject and/or competent scholarship. ~~Faculty They~~ have an obligation to keep abreast of main currents in their fields.
- The principles of academic freedom entitle them to the privilege of organizing their subject matter in such ways and presenting it by such methods as, in their considered judgment, will have optimum value for their students, subject to such guidelines as are reflected in the departmental, college, and other faculty policies and subject to the obligation to require an amount and quality of work from their students which justify the course credit accorded.
- ~~They are obligated, in general, to~~Faculty should present the preannounced subject matter of their courses, ~~and they should rarely inject irrelevant material.~~
- ~~Faculty They~~ should allow ~~their~~ students ~~the~~ freedom of inquiry ~~that they demand for themselves,~~ should and make them aware of differing viewpoints. ~~from their own, They~~ should carefully distinguish between fact and opinion, ~~and~~ should never require agreement on debatable matters as the price of academic success. They should encourage ~~their~~ students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in and out of the classroom.
- Faculty should devote sufficient time to working with students to enable student success~~should place high priority in allotting time to students.~~
- ~~They have a duty to~~Faculty will provide promptly ~~such~~ evaluation of student work~~the work of each student~~ as required by relevant faculty policies. This evaluation must be based upon academic

performance professionally judged and not upon such irrelevant matters as personality, sex, race, religion, sexual orientation, degree of political activism, or personal beliefs. ~~The arbitrary assignment of a fixed percentage of students to each grade level is an unacceptable practice.~~

- ~~They-Faculty~~ have an obligation to respect the rights of students, including, in the absence of exceptional circumstances, an obligation to respect student confidences shared with them.
- ~~They-Faculty~~ have the right to pursue any research or artistic endeavor that they deem to have potential value, subject to appropriate safeguards where the research involves the physical well-being, mental processes, or confidences of living persons. Because open access to knowledge is one of the foundations of a university, at an appropriate time the results of university research should be made available to society for appraisal and use.

Faculty as Participants in the Shaping of University Policies

- Faculty members have a duty to defend academic freedom whenever and from whatever source threats against it arise.
- They are obligated to do their part in maintaining an atmosphere in which violations of academic and personal rights are unlikely to occur and in developing policies by which their rights are assured.
- They have a right to criticize and to seek alteration of both academic and non-academic university regulations and policies, whether or not they are directly affected; they also have an obligation to adhere to established university regulations and policies which apply to them.
- They must be aware that changes in our society require constant re-examination of the functions of the University and of the manner in which a university carries out its functions.

Faculty as Citizens

- As citizens, faculty members have the rights and responsibilities common to all citizens.
- When faculty ~~they~~ have ~~special~~ knowledge and views based thereon relevant to a political or social issue, they have a right—at times rising to a duty—to make such knowledge and views known, ~~but in no way should they imply that they are speaking for the institution. in accordance with the Board of Regents political activities policy.~~
- When ~~either~~ speaking as ordinary citizens ~~or as those with special knowledge, they should be faculty are~~ free from institutional censorship, discipline, or reprisal affecting their professional careers. ~~When speaking with special knowledge, their relationship to the University imposes special responsibilities.~~ They should be accurate, should exercise proper restraint, should show respect for the opinions of others, and should in no way imply that they are speaking for the institution.

318 Awards for Excellence

Pursuant to [Section 3.2.2, Regents' Awards for Excellence in Teaching and Student Success \(Board of Regents Policy Manual\)](#), each University System of Georgia institution shall develop and implement systematic programs to recognize and reward faculty for excellence in teaching and service to students. Georgia Southern also recognizes excellence in research/creative scholarly activity. ~~Georgia Southern's Awards for Excellence program has two purposes: to recognize and reward faculty for achievements in instruction, research/creative scholarly activity, and exceptional achievement and to provide continuing opportunities for faculty development.~~ Recipients must be nominated by ~~administrators, their~~ colleagues, or students and are selected through a peer review process. Each recipient receives a monetary award ~~in August to continue instructional, research, or service activities and to develop a mechanism for sharing expertise with faculty, staff, and students, in accordance with relevant policy and contractual agreements equal to the value of one summer course.~~ [August to continue instructional, research, or service activities, and to develop a mechanism for sharing expertise with faculty, staff, and students.](#)

- The Award for Excellence in Contributions to Instruction ~~is not an award for the best teacher or the most popular teacher, but is an effort to~~ honor contributions to the teaching-learning process at the institutional level. ~~The recipient must demonstrate excellence in the classroom and beyond by making contributions to the discipline and to the overall institutional mission.~~
- The Award for Excellence in Research/Creative Scholarly Activity ~~seeks to~~ recognizes faculty who excel in their research efforts in addition to fulfilling regular full-time teaching responsibilities.
- The Award for Excellence in Service ~~is designed to~~ recognizes and rewards faculty who use their academic disciplines to provide non-compensated assistance to the community and region, as well as in the academic arena.

[In addition to the Awards for Excellence program, the University coordinates numerous other faculty awards related to teaching, scholarship/creative activity, and/or service.](#)

[Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.](#)

319 Summer Teaching and Employment

Summer Assignments for Faculty. [Opportunities for summer employment are available as summer enrollment and budget allocations allow.](#) ~~Opportunities for summer employment are available as summer enrollment and budget allocations allow.~~ When available, ~~p~~Payment of compensation to faculty members for full-time employment during the summer session ~~shall~~ may be at a rate not to exceed 33 1/3% of the faculty member's regular, nine-month compensation for the previous academic year. The University exercises fiscal caution when making summer allocations. ~~For this reason, classes must have sufficient enrollment to be offered.~~

Extrdepartmental Payments. It is the faculty member's responsibility to notify the department chair of any externally funded summer payments. Frequent among these are employment funded by extramural grants and contracts and/or payments from other departments. All such payments must be processed through the University's payroll system and, therefore, must be listed on the summer employment PPGA that the department chair submits to the dean. Since department chairs, deans, and the Provost's Office do not always receive notice of grant awards, sponsored payments may not be made unless faculty make certain that their department chairs have the pertinent information and know to initiate the appropriate paperwork.

Methods of Pay. The University System of Georgia Shared Services unit determines the summer payroll schedule. Revisions to summer payments must be submitted on the *summer* Personnel Action Forms to the Provost's Office no later than July 31st. No revisions will be accepted after July 31st, except in the rare case where external funding provided by a grant or contract is finalized and approved by the Office of Research Services and Sponsored Programs after this date. Two checks are typically issued for non-teaching assignments.

Benefits The only deductions taken out of summer paychecks are retirement, FICA, and FICA-Med.

[Revised by the Provost's Office, April 2016, to conform with Board of Regents' policy](#) [Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.](#)

321.02 Graduate Faculty

A member of the graduate faculty at Georgia Southern University must be an active, productive, creative scholar, or creative performer in his/her discipline. In order to teach graduate students how to be active scholars, practitioners, and/or performers in their own right, graduate faculty must be involved in the current knowledge, methods, and techniques of their disciplines. This modeling of sustained scholarship/performance is the cornerstone of quality graduate education.

There are two categories of graduate faculty: member and affiliate. Members of the graduate faculty are ~~professorial faculty~~ on tenured or tenure-track appointments and are ~~appointed to~~ granted graduate faculty status upon appointment. Affiliate graduate faculty status includes research appointees, limited-term, adjunct, instructor, lecturer, senior lecturer, or part-time faculty who may appropriately teach graduate classes and serve on thesis and dissertation committees. Affiliate status can also be used to recognize outstanding scholars, including those who work in government agencies, private industry, healthcare, and education who are not full-time employees of Georgia Southern University, but who participate on thesis and dissertation committees. To award affiliate graduate faculty status, a notification form must be completed and forwarded through the appropriate dean's office to the Office of Graduate Studies for processing. All decisions regarding affiliate graduate faculty status are final at the dean's level.

Members are eligible:

- to teach graduate courses;
- for membership on university graduate committees;
- to serve on program-level examination committees; and
- to direct and/or chair master's and doctoral committees as approved by the department/school-~~or~~ division.

Affiliates are eligible:

- to teach graduate courses for which the individual has been credentialed as per university policy;
- to serve on program-level examination committees; and
- for membership on and/or co-chair master's and doctoral committees as approved by the department/school-~~or~~ division.

Member and affiliate graduate faculty status is granted permanently. All faculty who are awarded emeriti designation retain their graduate faculty status.

Approved by Faculty Senate, ~~November 28, 2016~~; ~~approved by President, December 7, 2016~~XXX; approved by President XXX; approved by President's Cabinet XXX.

321.05 Emeritus/a Policy

Purpose

The purpose of the Emeritus/a Policy is to outline the process for faculty and/or administrative officers to apply for emeritus/a status and to define the rights and privileges associated with this title. Emeritus/a status is granted to encourage continued association with the University for the purposes of university service, instruction, and scholarly investigation.

Policy

The Emeritus/a title is an honorary title awarded to full-time faculty and/or administrative officers who, at the time of retirement, had 10 or more years of honorable and distinguished University System of Georgia service. In accordance with Board of Regents policy (*Board of Regents Policy Manual, § 8.3.13*), only the president can confer

the title of emeritus/a. The title of president emeritus/a can only be conferred by the Board of Regents upon the recommendation of the Chancellor (Board of Regents Minutes, January 2009). A faculty member and/or administrative officer must have met the length of service requirement prior to beginning a phased-in retirement to be eligible for emeritus/a status. An application for emeritus/a status must follow the procedures outlined below and must be submitted either during the final academic/fiscal year of employment or no later than one year after the date of retirement.

The bestowal of the emeritus/a title is a privilege, not a right, and requires a two-step process: (1) a completed and approved Application for Emeritus/a Status; and (2) a completed Emeriti Designation Packet, which officially confers the emeritus/a title effective immediately (if the individual is already retired) or upon retirement.

Nomination Criteria

The criteria used in the selection of retired(ing) faculty members and/or administrators for this honor shall include, but not be limited to, professional recognition in one or more of the following areas:

- excellence and/or innovation;
- university or college recognition, awards, honors;
- professional association recognition, awards, honors;
- community and/or professional service contributions, recognition, awards, honors;
- a consistent record of quality performance as demonstrated by one or more of the following:
 - a) a substantive record of achievement commensurate with national and international standards within the specific discipline;
 - b) a recognized record of outstanding teaching, educational, or employment field contributions; and/or
 - c) clear evidence of service to the University beyond normal expectations.

Benefits/Privileges/Recognition

1. Invitation to participate in public ceremonies of the University, including commencement, open houses, and selected university functions.
2. Invitation to certain departmental, college, and university events.
3. Complimentary copies of university publications.
4. Inclusion in the faculty/administrator listing on the university emeriti webpage (<http://jobs.georgiasouthern.edu/about/emeritus/>).
5. Inclusion in the Commencement bulletin immediately following awarding of emeritus/a title.
6. Certificate with name and emeritus/a rank.
7. Eligibility to enroll and attend classes for free, subject to space availability and approval of the instructor.
8. Upon recommendation of the department chair and approval of the dean and provost, eligibility to work on sponsored grants, including serving as principal investigator or co-investigator.
9. Entitlement to use official university stationery and other departmental office privileges for the purposes of university service.
10. Eligibility to serve on doctoral dissertation or project committees, as appropriate.
11. Emeritus/a faculty members and administrative officers are entitled to all benefits the University grants to retired faculty and staff members as follows.
 - Free parking **hang-tag**
 - Georgia Southern University email account
 - Georgia Southern University ID
 - Library privileges
 - Reduced RAC membership—½ price
 - Bookstore discount
 - Retiree health benefits

322 Professional Expectations

322.01 Academic Convocations

The academic year contract includes participation in the May and December commencement exercises as well as the Honors Day program, and faculty are expected to participate in academic regalia. At times, based upon limited seating capacity, the Provost's Office will announce a proportional percentage of faculty for each college and the libraries and will request that units adhere to those limits in determining the line of march.

Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.

322.02 Class Meetings and Final Exams

The instructor of record or a qualified substitute will meet all classes promptly at the scheduled time and for the allotted amount of time. Faculty also will give final exams in all courses as scheduled by the Registrar's Office unless a change has been authorized by the appropriate chair or dean. A test on the final day of classes cannot substitute for the final. Seniors are not exempted from finals. Finals are required to be held as scheduled in the bulletin of classes.

Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.

322.03 Statement on Course Requirements

~~According to the Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools, "the process of instruction should be organized so that students and faculty have a clear idea of the aims and requirements of each course and the method of evaluation employed." In keeping with this philosophy, the Faculty Senate approved (on June 2, 1982) a statement strongly recommending that a written description of course policies be prepared by each instructor and distributed to each class member very early in the semester.~~

Faculty should provide a written statement of the course requirements to all class members at the beginning of the course. This statement includes:

~~Faculty are traditionally granted the right to exercise a great deal of freedom in both methods of teaching and course requirements, and in the spirit of fairness to the student as well as the protection of the faculty member, a written statement might contain any or all of the following:~~ an overview of the content to be studied; a listing of expected student learning outcomes; a listing of course assignments that equals two credits worth of outside class work for each course credit hour; an explanation of test procedures; a statement of grading standards, procedures, and relative weights given to the various assignments and tests; a statement of the attendance policy; ~~and~~ an indication of the time frame when assignments are due if specific dates are not given; required technology and technology use; and a clear policy on academic dishonesty that aligns with university policy on academic dishonesty and academic misconduct.

Furthermore, the Faculty should clarify for all class members, at the beginning of the course, the basis on which grades will be determined and provide timely academic feedback as the course progresses. This clarification includes: shall be clarified to the students as follows.

~~A statement in the syllabus indicating whether the professor intends to have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period and reference to how that portion of the grade is determined. Prior to midpoint of the total grading period, faculty will make every effort to grade and make available to students all assigned and "turned in" graded class assignments. The instructor and student should make every effort to be available during the instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period.~~

Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.

322.04 Extra Compensation Policy

Pursuant to ~~USP~~Board of Regents' policy, Section 8.3.12.5, E-extra Ceompensation (Board of Regents Policy Manual) extra compensation may be paid to ~~USG~~University System of Georgia faculty when all four of the following conditions exist:

1. the work is carried in addition to a normal full load;
2. no qualified person is available to carry the work as part of his or her normal load;
3. the work meets institutional needs and priorities as determined by the institution pPresident, or his or her designee; and,
4. the additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of similar duties and in line with pursuant to

See Board of Regents Policy Manual.

Section 8.3.12.4, Research, Saturday Classes, and Off-Campus Continuing Education;

See Board of Regents Academic & Student Affairs Handbook.

Section 4.10, Faculty Overloads and Instructional Staff Responsibilities; and

See Board of Regents Business Procedures Manual.

Section 5.3.2, Supplemental Pay, Including Temporary Assignments.

Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.

322.05 Faculty Absence from Professional Responsibilities

Faculty traditionally extend professional courtesies to their colleagues for absences resulting from health-related emergencies, attendance at professional conferences, and the like, up to a week's duration. ~~Consistent with Georgia Southern policy, All~~ absences are to be reported to the department chair, who shall coordinate accommodations for coverage of faculty responsibilities by colleagues. In instances where the absence exceeds one week, the following procedures for remuneration shall apply.

1. Time responsible for coverage shall be determined and approved by the department chair (e.g., one class meeting for a three-day-a-week course counts as one hour regardless of section size). Laboratories shall typically be calculated at the rate of two laboratory hours equaling one hour. Studio time shall be calculated in accordance with standard practice.
2. Remuneration is determined by prorating the standard overload rate, based on the number of hours taught. A three-credit course shall be assumed to have 45 teaching hours.
3. When the assignment for any individual exceeds one week, remuneration shall be calculated to include the first week's work.
4. In situations where the faculty member assumes responsibility on an intermittent basis totaling more than one week, the department chair shall work with the faculty to determine appropriate remuneration in accordance with procedures in numbers 1 - 3.

Adopted by Faculty Senate, February 26, 2002 Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.

322.06 Outside Consulting Activities

The Board of Regents has adopted the following statement of policy regarding outside activities: "Each University System of Georgia employee shall make every reasonable effort to~~An employee of the University System of Georgia should~~ avoid actual or apparent conflicts of ~~commitment-interests and also the appearance of a conflict of interest~~" ~~(between his or her college or university obligations and his or her outside activities.~~"Board of Regents Policy Manual, § 8.2.18.2, Conflicts of Interest and Conflicts of Commitment).

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the University System of Georgia. Each University System of Georgia employee must obtain written approval in advance from the institution's president, or designee, prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a University System of Georgia

employee. Faculty members must also notify their department chair of compensated outside activities. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Except as authorized for eligible faculty employees, annual leave must be used by University System of Georgia employees for compensated outside activities during normal work hours consistent with the System's procedures governing the use of annual leave (Board of Regents Policy Manual, § 8.2.18.3, Compensated Outside Activities: Restrictions & Approval Process).

Occupational

~~A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.~~

- ~~B. All full-time faculty, including corps of instruction and administrators, as well as other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service, administrative, and regularly assigned duties.~~
- ~~C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.~~
- ~~D. For all activities, except single occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the department chair, dean, and president (or his/her the president's designee) prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises (Board of Regents Policy Manual, § 8.2.15.1).~~

Consulting

Recognizing that teaching, research, and ~~public~~ service are the primary responsibilities of faculty members in the University System of Georgia, it ~~shall is be considered~~ reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature, and based in the appropriate discipline for which the individual receives compensation during the contract year.

Each University System of Georgia institution shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. Time that faculty may consult during regular work hours, if any. For nine-month employees, the maximum limit is one day per week. Twelve-month faculty assigned to administrative positions must take annual leave when engaged in consulting during their normal work hours consistent with the University System of Georgia procedures governing use of annual leave.
2. A determination of what institutional resources may be used for consulting work.
3. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment, and or materials consistent with rates charged outside groups of persons.
4. A procedure for obtaining prior approval of the president, or his/her designee.
- 1-5. A procedure for defining and managing conflicts of interest and conflicts of commitment regarding faculty consulting. (Board of Regents Policy Manual, § 8.2.1518.42, Faculty Consulting).

Georgia Southern University has adopted the following policy and procedures for implementing these Board of Regents policies.

Policy

University employees may participate in outside professional commitments during the term of their appointment, as long as these commitments do not interfere with the performance of regular employment duties, compete with the mission and services offered by the University or the employee's unit, or degrade or detract from the University's mission and reputation.

- A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
- B. All full-time faculty, including corps of instruction and administrators, as well as other staff members employed by the University are expected to give full professional effort to their assignments of teaching, research, service, administrative, and regularly assigned duties.
- C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
- D. For all activities, except single-occasion activities, the employee shall report in writing through official

channels the proposed arrangements and secure the approval of the department chair, dean, and president (or the president's designee) prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Exclusions

The following activities, when they are related to the normal course of work as a faculty or staff member, do not count as outside professional commitments. The activities listed below provide examples of those that do not need to be reported unless these activities will interfere with the performance of regular employment duties or compete with the mission and services offered by the University or the employee's unit.

- Preparing scholarly or artistic works.
- Peer review of articles and grant proposals.
- Attendance and presentations at professional meetings (and other similar gatherings).
- Serving on advisory committees or evaluation panels for governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes.
- Giving occasional lectures and speeches; participation in colloquia, symposia, site visits, study sections, and similar gatherings sponsored by governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes.
- Ad hoc refereeing of manuscripts.

Procedures

Prior to approval, the dean, or department chair if specified by the dean, shall review for approval all faculty outside professional activities in advance. Review of ~~approval will be carried out~~ annually in alignment with annual review. Such review will permit a determination of whether the proposed activities will constitute a real or apparent conflict of commitment. Examples of situations that, absent prior college or department review and approval, may create an actual or a perceived conflict of commitment are presented below. The examples are not all-inclusive, and are provided only as representations of commonly encountered situations.

- Teaching at another university during the academic year, or otherwise representing yourself as a faculty member of another university, unless done in support of a university-approved consortium.
- Use of one's professional expertise during the academic year to provide services that compete with services provided by an academic or service entity within the University.
- Participating in private business activities to the detriment of your university education, research, scholarship or service responsibilities.
- Conducting research or novel scientific investigation as a private consultant to outside entities that should more appropriately be conducted as research sponsored through the Office of Research Services and Sponsored Programs (ORSSP).

Each college or unit will develop a method of ~~recording~~ prior annual approval for faculty outside professional activities and other procedures for the full implementation of this policy. These procedures will be submitted to the provost for approval. Questions involving conflicts of commitment in the area of faculty outside professional activities will be resolved by the dean and the provost. The faculty member has the responsibility for submitting a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons. Faculty must also adhere to the following restrictions:

- may not use the university name, marks, or logos for advertising purposes.
- may not use the official stationery of the University nor give as a consulting business address any university building or department name when participating in outside commitments.
- may identify their university employee status when rendering service to an organization outside the University, but may not speak, act, or make representations on behalf of the University, nor may they express institutional endorsement in relation to the outside activity.
- must report outside consulting that is relevant to sponsored activities where required to fulfill Financial Conflict of Interest reporting requirement under the Financial Conflict of Interest policy.

[*Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.*](#)

322.07 Statement on Faculty Workload

The duties of the faculty are determined by the University. It is recognized that the average faculty member's duties are complex and entail far more than strictly classroom and laboratory activities. The standard teaching load for full-time, tenured and tenure-track faculty is 12 credit hours per semester. The standard teaching load for full-time lecturers is 15 credit hours per semester. In those teaching assignments in which contact hours differ considerably from credit hours (e.g., clinical supervision and laboratory courses) equivalences between contact hours and semester hour credits will be determined in the workload policies of the appropriate college. For the following faculty categories: clinical professors, clinical associate professors, clinical assistant professors, instructors, and limited-term faculty, the teaching load will be determined by agreement between the chair and the dean responsible and in consultation with the provost. Adjustments to the standard teaching load may be made with the recommendation of the chair and the approval of the dean.

[*Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.*](#)

Approved by CIC, September 25, 2017.

322.08 Tutoring by Faculty

Any tutoring assignment for which the faculty member is to receive extra compensation (i.e., overload payment) must have prior approval by the faculty member's department chair, dean, and the provost. Faculty members who accept private tutoring assignments for pay should not tutor any student who is enrolled in their class.

[*Approved by Faculty Senate XXX; approved by President XXX; approved by President's Cabinet XXX.*](#)